



Deputy Clerk - Bognor Regis Town Council

Council: Bognor Regis Town Council

County: West Sussex

Salary: £52,632 (equivalent to 75% of SCP 53)

Hours: 37 per week plus evening meetings which may be taken as TOIL

Closing Date: by no later than 9am on 8th September 2025

Bognor Regis also known as Sussex by the Sea is a well known traditional seaside resort (small seaside town) with a population of c.27,000 in the five wards of the town in the county of West Sussex. It is a very pleasant coastal town with many sites of historical interest nearby and is nationally recognised as being one of the sunniest towns in Great Britain.

We are a progressive Council seeking to appoint an innovative, forward thinking and proactive person, with good communication skills, to take on the role of Deputy Clerk. As an active member of the management team, the postholder will support the Town Clerk in ensuring the smooth running of the Council's day-to-day business, deputising in all aspects of the Town Clerk's responsibilities, including those of the Proper Officer and RFO to the Council, during any absence of the Town Clerk. The post will be responsible for the Planning and Licensing Committee, as well as overseeing areas such as health & safety.

Working from the Town Council's offices in central Bognor Regis applicants must be able to demonstrate a dynamic skill set, together with having experience of administrative management in a complex environment. You will need the ability to understand local government law and procedure, have sound financial knowledge and experience of staff line management. You will also need the capacity to successfully represent the Council in discussions with external bodies. Proficient 'Office' IT skills are also essential, with some project management experience desirable.

The successful candidate will hold, or will be working towards, the Certificate in Local Council Administration (CiLCA).

Day to day activities will include: -

Support the Town Clerk's role as principal advisor to the Council through attending Council, Committee and Sub-Committee meetings as required.

To act as the designated Line Manager for Council employees, except the Town Clerk. Conduct regular one-to-ones, appraisals and performance reviews. To support the Town Force Manager responsible for the line management of the Town Force team.

Oversee service delivery, workload balancing and team effectiveness. Lead on employee relations, ensuring a safe, inclusive and positive working environment. Deliver workforce planning and support organisational change in line with Council priorities.

To act as the designated Health & Safety Officer for the Council, responsible for: overseeing adherence to H&S policies, risk assessments for Council activities (in liaison with other Council officers), and management of H&S training, in liaison with external H&S advisers.

To attend meetings of such other bodies, organisations or groups as may reasonably be required.

To have a working knowledge of the Council's accounting procedures and record keeping in order to provide cover for the Town Clerk when required, including monitoring of Council finances; production of reports as required by the Town Clerk; preparation of statutory returns and other accounts, payroll and pension duties.

This list is not exhaustive, please refer to the job description and person specification for more details.

We offer an excellent benefits package including competitive salary and local government pension scheme.

The post is full time (37 hours per week), and will require some evening and occasional weekend working, which will be recompensed by time off in lieu. As an employer we are committed to equality of opportunity for all our residents and staff.

Applications should be made by submitting an application form and covering letter addressed FAO The Town Clerk, Bognor Regis Town Council, The Town Hall, Clarence Road, Bognor Regis, West Sussex, PO21 1LD. Applications can also be submitted by e-mail to glennafrost@bognorregis.gov.uk The closing date for applications is 9am on Monday 8th September 2025. It is anticipated that interviews will take place during the week commencing Monday 15th September 2025.

Application forms are available on the website: www.bognorregis.gov.uk or email clerk@bognorregis.gov.uk or phone 01243 867744. ***Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.***